

## **Course Title**

New Professional Training (NPT) – National Revenue Center (NRC) Specialist

This 3 week training is designed for the new NRC Specialists and is structured to provide participants with detailed training in a number of areas as follows: Limited Liability Company (LLC); Customer Service; Labeling Approval; Collections; Integrated Revenue Information System (IRIS); Operational Processing and Procedures for Application Services and Tax Services including the beer, distilled spirits, manufacturer of non-beverage products, specially denatured alcohol, tobacco, wine, and firearms industries; researching skills; Pay.gov; Special Occupation Taxes (SOT); Discoverer Plus and Viewer Systems; Distillery Tour; Time Management; Project Management; Disclosure; and Employee Assistance Program.

## **What Will I Learn?**

The ultimate objective of this training is to offer the new specialists subject matter that adds value and current information that will aid them in performing their assigned duties. Define the legal definition of a Limited Liability Company (LLC); Identify an LLC and a Limited Liability Partnership (LLP) and explain the differences and similarities; illustrate why TTB must recognize the change to an LLC; explain the procedures and processes for a change in proprietorship to an LLC; Customer Service; Certificate of Label Approval; Collections; IRIS; and Brewery/Distilled Spirits/MNBP/SDA/Tobacco/Wine/Firearms.

## **Who May Attend?**

New NRC Specialist

## **When Is It?**

**Date:** September 11-29, 2006

**Time:** 8:00 a.m. – 4:30 p.m.

**Location:** John Weld Peck Federal Building, Room 8002  
550 Main Street  
Cincinnati, OH 45202

**Course Number:** 429-1

**When Are Nominations Due:** April 27, 2006